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No. 409, Port Blair, Wednesday, December 29, 2010

ANDAMAN AND NICOBAR ADMINISTRATION  
CHIEF PAY AND ACCOUNTS OFFICE

**NOTIFICATION**

Port Blair, dated the 29<sup>th</sup> December, 2010

No. 390/2011/F.No. D-2(11)/AB/Estt./2005.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Government of India, Ministry of Home Affairs, Notification No.14-3/60-ANL dated 11<sup>th</sup> April, 1960 and in supersession of this Administration's Notification No. 35/2008/No.717/2008/ F.No.D-2(11)/AB/Estt./2005 dated 19.03.2008 published in the Andaman & Nicobar Administration Gazette Extraordinary No. 37 dated 19.03.2008, the Lt. Governor (Administrator), Andaman & Nicobar Islands hereby makes the following rules regulating the method of recruitment to the **Group 'C'** post of **Stenographer** in the Chief Pay & Accounts Office of the Andaman & Nicobar Administration, namely:-

**1. SHORT TITLE AND COMMENCEMENT :-**

1. These rules may be called the 'Andaman & Nicobar Accounts Service (Group 'C' post of Stenographer) Recruitment Rules, 2010.'
2. They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY :-**

The number of posts, the classification and the scale of pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule annexed to these rules.

**3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS ETC. :-**

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in paras 5 to 15 of the said Schedule.

**4. DISQUALIFICATIONS :-**

No person —

- (a) Who has entered into or contracted a marriage with any person, having a spouse living; or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post :

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds so for doing, exempt any person from the operation of these rules.

**5. POWER TO RELAX :-**

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

**6. SAVING :-**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and to other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. Genl. (Retd.) Bhopinder Singh  
LIEUTENANT GOVERNOR,  
Andaman and Nicobar Islands.**

**By order and in the name of the Lieutenant Governor,**

**Sd./-  
(N.P. Pillai)  
Director of Accounts & Budget**

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**SCHEDULE**

1.	Name of post	<b>Stenographer</b>
2.	No. of post	2 (Two) *2010 *(Subject to variation dependent upon workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 with Grade Pay Rs. 2400
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	For male 18 - 33 years & female 18 - 38 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government) <b>Note :</b> The crucial date for determining the age limit shall be the closing date for receipt of names/applications from the Employment Exchange/applicant
8.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i. Passed Senior School Certificate Examination (10+2) or equivalent from a recognized Board/Institution</li> <li>ii. Should pass in Shorthand and Typewriting examination with a speed of 80 words per minute in Shorthand and 40 words per minute in Typewriting for becoming eligible for appointment as Stenographer. Recruitment test will however, be held in 100/120 words per minute in Shorthand and for those candidates who initially pass in 80 words per minute also and they will be granted one or two advance increments according to whether they qualify at 100/120 words per minute in Shorthand test at the</li> </ul>

		<p>recruitment stage. After they enter the service they have three chances to qualify at higher speed for purpose of earning advance increment at 100 or 120 words per minute as the case may be in the Shorthand Test</p> <p>iii. Should qualify in the written examination as well as trade test conducted by the A &amp; N Administration/SSC</p> <p><b>Desirable:</b> Computer Education</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption, grades from which promotion / deputation / absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<p><b>Group 'C' DPC for considering cases of Confirmation consisting of:-</b></p> <p>1) Principal Secretary (Finance), - Chairman A &amp; N Administration</p> <p>2) Director of Accounts &amp; Budget - Member</p> <p>3) Deputy Secretary (Law), - Member A &amp; N Administration</p>
14.	Circumstances in which U.P.S.C. is to be consulted in making the recruitment	Not applicable
15.	Job Description	Attached as annexure to Schedule

## ANNEXURE TO SCHEDULE

### JOB DESCRIPTION FOR THE POST OF STENOGRAPHER

The principal duties & responsibilities of Stenographer are:-

1. Taking dictation in shorthand and its transcription in the best manner possible;
2. Receiving all communications brought by hand which are either addressed to the Officer by name or marked "Confidential", "Top Secret" and all the telegrams and wireless messages on behalf of the officer;
3. Screening the telephone calls and visitors in a tactful manner;
4. Fixing up of appointment and where necessary cancelling them;
5. Keeping an accurate list of engagement, meetings etc., and reminding the officer in sufficient time for keeping them up;

6. Maintaining in good order the papers required to be retained by the officer;
  7. Ensuring that the matter dealt with by the officer are not lost sight of and are dealt with promptly and in due order;
  8. Maintaining Telephone Trunk Call Register and verifying Call bills;
  9. Keeping a note of the movement of files passed by his officer to other officer;
  10. Keeping track of the progress of the action taken by the officers concerned on important matters as required by his officer;
  11. Destroying by burning his/her stenographic records of classified documents after the communications have been typed and issued;
  12. Familiarizing himself/herself with the practice and procedure followed in connection with the tours of officers;
  13. Carrying out corrections to his/her Officer's Reference Books; and
  14. Generally assisting the officer in such manner as he/she may direct.
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